

APPENDIX C
SCHOOL INFORMATION QUESTIONNAIRE

OMB No.: xxxx-xxxx

Expiration Date: xx/xx/xxxx

Impact Evaluation to Inform the Teacher and School Leader Incentive Program

Conducted on behalf of the U.S. Department of Education

SCHOOL INFORMATION QUESTIONNAIRE

PRINCIPAL FIRST NAME

PRINCIPAL LAST NAME

SCHOOL NAME

DISTRICT NAME

|_|_|_|_| - |_|_|_|_|_| - |_|_|_|_|_|

PRINCIPAL PHONE NUMBER

PRINCIPAL EMAIL ADDRESS

BEST TIME DURING THE DAY TO REACH YOU BY PHONE

Please provide the name and contact information for someone at your school who will serve as the primary point of contact for the study team. This person will help the study team communicate with participating teachers and support study activities in the school.

STUDY CONTACT FIRST NAME

STUDY CONTACT LAST NAME

|_|_|_|_| - |_|_|_|_|_| - |_|_|_|_|_|

STUDY CONTACT PHONE NUMBER

STUDY CONTACT EMAIL ADDRESS

The following questions will provide the study team a better understanding of the schools in the study. Please answer these questions as best you can about your school's teacher composition and your current thinking about selecting teacher leaders. Your responses will not affect which schools are selected by lottery to be in the study's teacher leader group or in the comparison group.

1. For the **2020–2021** school year, for **3rd grade**, will the same teachers teach both math and English language arts (ELA) in each grade (self-contained classes), or will different teachers teach math or English language arts (departmentalized classes)? Please complete the appropriate column(s) below about your **3rd grade** teachers.

Check here if your school does not include 3rd grade. Go to Question 2.

	¹ <input type="checkbox"/> Same teachers teach math and ELA (self-contained)	² <input type="checkbox"/> Different teachers teach math or ELA (departmentalized)	
	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 3RD GRADE TEACHERS	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 3RD GRADE MATH TEACHERS	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 3RD GRADE ELA TEACHERS
	A. SELF-CONTAINED	B. DEPARTMENTALIZED MATH	C. DEPARTMENTALIZED ELA
a. Number of 3rd grade teachers	_ _	_ _	_ _
b. How many of these positions are currently vacant?	_ _	_ _	_ _
c. Are any 3rd grade classes specialized groupings of students?	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _
d. Do any 3rd grade classes have different teacher configurations (e.g., co-teachers)?	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No
e. Do any 3rd grade teachers also teach 4th or 5th grade classes?		<input type="checkbox"/> Also teach 4th grade math <input type="checkbox"/> Also teach 5th grade math	<input type="checkbox"/> Also teach 4th grade ELA <input type="checkbox"/> Also teach 5th grade ELA

2. For the **2020–2021** school year, for **4th grade**, will the same teachers teach both math and English language arts (ELA) in each grade (self-contained classes), or will different teachers teach math or English language arts (departmentalized classes)? Please complete the appropriate column(s) below about your **4th grade** teachers.

Check here if your school does not include 4th grade. Go to Question 3.

	¹ <input type="checkbox"/> Same teachers teach math <u>and</u> ELA (self-contained)	² <input type="checkbox"/> Different teachers teach math <u>or</u> ELA (departmentalized)	
	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 4TH GRADE TEACHERS	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 4TH GRADE MATH TEACHERS	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 4TH GRADE ELA TEACHERS
	A. SELF-CONTAINED	B. DEPARTMENTALIZED MATH	C. DEPARTMENTALIZED ELA
a. Number of 4th grade teachers	_ _	_ _	_ _
b. How many of these positions are currently vacant?	_ _	_ _	_ _
c. Are any 4th grade classes specialized groupings of students?	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _
d. Do any 4th grade classes have different teacher configurations (e.g., co-teachers)?	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No
e. Do any 4th grade teachers also teach 3rd or 5th grade classes?		<input type="checkbox"/> Also teach 3rd grade math <input type="checkbox"/> Also teach 5th grade math	<input type="checkbox"/> Also teach 3rd grade ELA <input type="checkbox"/> Also teach 5th grade ELA

3. For the **2020–2021** school year, for **5th grade**, will the same teachers teach both math and English language arts (ELA) in each grade (self-contained classes), or will different teachers teach math or English language arts (departmentalized classes)? Please complete the appropriate column(s) below about your **5th grade** teachers.

Check here if your school does not include 5th grade. Go to Question 4.

	¹ <input type="checkbox"/> Same teachers teach math <u>and</u> ELA (self-contained)	² <input type="checkbox"/> Different teachers teach math <u>or</u> ELA (departmentalized)	
	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 5TH GRADE TEACHERS	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 5TH GRADE MATH TEACHERS	PLEASE COMPLETE THE QUESTIONS BELOW ABOUT YOUR 5TH GRADE ELA TEACHERS
	A. SELF-CONTAINED	B. DEPARTMENTALIZED MATH	C. DEPARTMENTALIZED ELA
a. Number of 5th grade teachers	_ _	_ _	_ _
b. How many of these positions are currently vacant?	_ _	_ _	_ _
c. Are any 5th grade classes specialized groupings of students?	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _	<input type="checkbox"/> Honors/Gifted # of classes: _ _ <input type="checkbox"/> Special Education # of classes: _ _ <input type="checkbox"/> English Language Learners/Bilingual # of classes: _ _ <input type="checkbox"/> Other # of classes: _ _
d. Do any 5th grade classes have different teacher configurations (e.g., co-teachers)?	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No	<input type="checkbox"/> Yes # of classes: _ _ <input type="checkbox"/> No
e. Do any 5th grade teachers also teach 3rd or 4th grade classes?		<input type="checkbox"/> Also teach 3rd grade math <input type="checkbox"/> Also teach 4th grade math	<input type="checkbox"/> Also teach 3rd grade ELA <input type="checkbox"/> Also teach 4th grade ELA

4. We would like to know which teachers in your school you believe would benefit most from coaching by teacher leaders for the 2020–2021 school year and which would benefit the least. For example, teachers who might benefit the most from this type of coaching could include:

- Novice and struggling teachers
- Those new to your school or to the grade/subject they'll be teaching
- Those who would be particularly open or receptive to additional coaching
- Those facing particular challenges, such as having to implement a new curriculum or set of standards
- Those teaching a challenging group of students
- Those to be hired for vacant positions

For each grade, please list every teacher expected to be teaching math or ELA in 3rd through 5th grades in 2020–2021 and indicate the degree to which they would benefit from coaching. Include the grade(s) and subject(s) they are likely to teach in 2020–2021. For teachers not yet hired, write “TBD new hire.” If a single teacher is teaching across multiple grades, please list them for every grade they will be teaching.

		MARK ONE BOX IN EACH ROW			
		How much would coaching benefit this teacher?			
Teacher name	Subjects	Benefit most	Benefit <u>more</u> than the average teacher	Benefit <u>less</u> than the average teacher	Benefit very little
Third Grade					
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Fourth Grade					
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

		MARK ONE BOX IN EACH ROW			
		How much would coaching benefit this teacher?			
Teacher name	Subjects	Benefit most	Benefit <u>more</u> than the average teacher	Benefit <u>less</u> than the average teacher	Benefit very litte
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Fifth Grade					
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Math <input type="checkbox"/> ELA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

5. What factor(s) are you using to consider teachers most likely to benefit from coaching by a teacher leader in 2020–2021?

MARK UP TO THREE RESPONSES

- 1 First-year teacher
- 2 Early career (that is, up to three years of experience)
- 3 New to school
- 4 New to grade or subject
- 5 Adopting new curriculum or new standards
- 6 Below-average teacher evaluation rating
- 7 Concerns from past observations or classroom issues
- 8 Receptivity or openness to feedback
- 9 Teaching challenging group of students
- 10 Other (*specify*)

- 11 Other (*specify*)

- 12 Other (*specify*)

6. If your school is selected for the teacher leader group, which two grades or grade and subject combinations are you most likely to designate to work with a teacher leader?

These will typically be teams of three to six teachers (including the teacher leader) who all have the same teaching responsibilities (for example, all 4th grade teachers or all 5th grade ELA teachers). Only 3rd through 5th grade teachers teaching math and/or ELA are eligible.

Team 1: _____

Team 2: _____

7. Which teachers do you expect would be interested and good candidates for the teacher leader roles? Please list a teacher for each grade (3rd through 5th) or each subject (math and ELA).

This will not affect the teacher leader application and selection process in your school if selected for the teacher leader group.

Self-contained

Departmentalized

3rd grade: _____

Math: _____

4th grade: _____

ELA: _____

5th grade: _____

- 8. Please rank the top five characteristics that you think are most important in a teacher leader. Use 1 to indicate the most important characteristic, 2 for the next most important, and so on.**

Write in rank from 1 (most important) to 5, and leave the rest blank:

- a _____ Effectiveness as a teacher
- b _____ Ability to teach adults
- c _____ Relationships with other teachers
- d _____ Years of teaching experience
- e _____ Seniority at school
- f _____ Experience leading teachers in other activities
- g _____ Supportive or non-judgmental personality
- h _____ Analytical thinking
- i _____ Level of academic degree or other continuing education training or certification

- 9. Please rank the top five topics you would most like teacher leaders to focus on in their support of other teachers on their team. Use 1 to indicate the most important, 2 for the next most important, and so on.**

Write in rank from 1 (most like to focus on) to 5, and leave the rest blank:

- a _____ Improving classroom management
- b _____ Improving math scores
- c _____ Improving ELA scores
- d _____ Improving instruction
- e _____ Using data to drive instruction
- f _____ Coaching novice teachers
- g _____ Coaching struggling teachers
- h _____ Leading team meetings
- i _____ Providing professional development for team
- j _____ Implementing a new curriculum or other recent change in responsibilities
(write in N/A if there are no applicable changes in your school)

10. To what extent do the following statements characterize your school?

MARK ONE BOX IN EACH ROW

	NOT AT ALL	TO A SMALL EXTENT	TO A MODERATE EXTENT	TO A LARGE EXTENT
a. Teachers <u>formally</u> visit each other's classrooms (e.g., when it is planned in advance for specific purposes)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
b. Teachers <u>informally</u> visit each other's classrooms on a <u>regular basis</u>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
c. Opportunities for teacher collaboration are built into the school schedule (e.g., professional learning communities or common planning time)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
d. Teachers would be receptive to receiving feedback on their teaching from one of their peers	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Please sign below to indicate your agreement to have your school participate in the study.

I understand the scope of this study and my school's participation in it. I understand that if my school is selected into the teacher leader group that I will select teacher leaders and support their efforts in accordance with the study's requirements. I will select the grade and/or subject teams to participate in the study and expect all included teachers to participate in coaching efforts. If my school is selected into the comparison group, I will encourage a group of teachers identified by the study team to complete study surveys. I commit to communicating with my teachers about the study and fully supporting my teachers' participation in the study's activities described above, including data collection and training and support activities. I will participate in all principal-related activities required by the study.

PRINCIPAL NAME (PLEASE PRINT)

PRINCIPAL SIGNATURE

DATE

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE!